



Bleakhouse Primary School

Bleakhouse Road, Oldbury, West Midlands, B68 9DS

Tel: 0121 422 2841

Headteacher: Mr. J. E. Bates BEd (Hons) PGDipEd MA MEd NPQH FCIEA CEA

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16th January 2024

Dear Parents/Carers,

As you will be aware from the news there is a current national focus on children attending school as much as possible. At Bleakhouse Primary we believe that regular attendance at school is important for every child as it supports them to make progress in their learning, secure friendships and supports all to have positive mental health.

Leave of Absence Requests from January 2024

The Headteacher is the only person who can authorise any absence. Planned absences for medical/dental reasons can be authorised if the school sees confirmation of such an appointment. Other Leave of Absence requests can only be agreed in exceptional circumstances.

The Headteacher deems what these exceptional circumstances are. These circumstances do not generally include family holidays taken during term time as these can be disruptive to learning and lead to missed opportunities in the classroom.

From the start of the Spring Term 2024 any Leave of Absence requests need to be made by:

1. Parent/Carer requests a meeting with Miss A. Jones, Family Support Worker, well in advance of the planned leave of absence (preferable a minimum of four weeks before the planned absence).
2. Parent/Carer completes a Leave of Absence form. The form is available from Miss Jones or the School Office.
3. Parent/Carer discusses the completed form with Miss A. Jones.
4. Request considered by the Headteacher.
5. Parent/Carer receive written notification of the Headteacher's decision.

Should your child not be brought to school during the period of any declined leave of absence request the school will look to work with the Attendance Support Service. This involvement may lead to action being taken such as a Penalty Notice being issued.

Thank you for your ongoing support with ensuring every child is in school each day.

Yours sincerely,

Mrs. R.L. Soudani
Senior Deputy Head



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SCHOOL



Quality Mark
PRIMARY
AWARD

